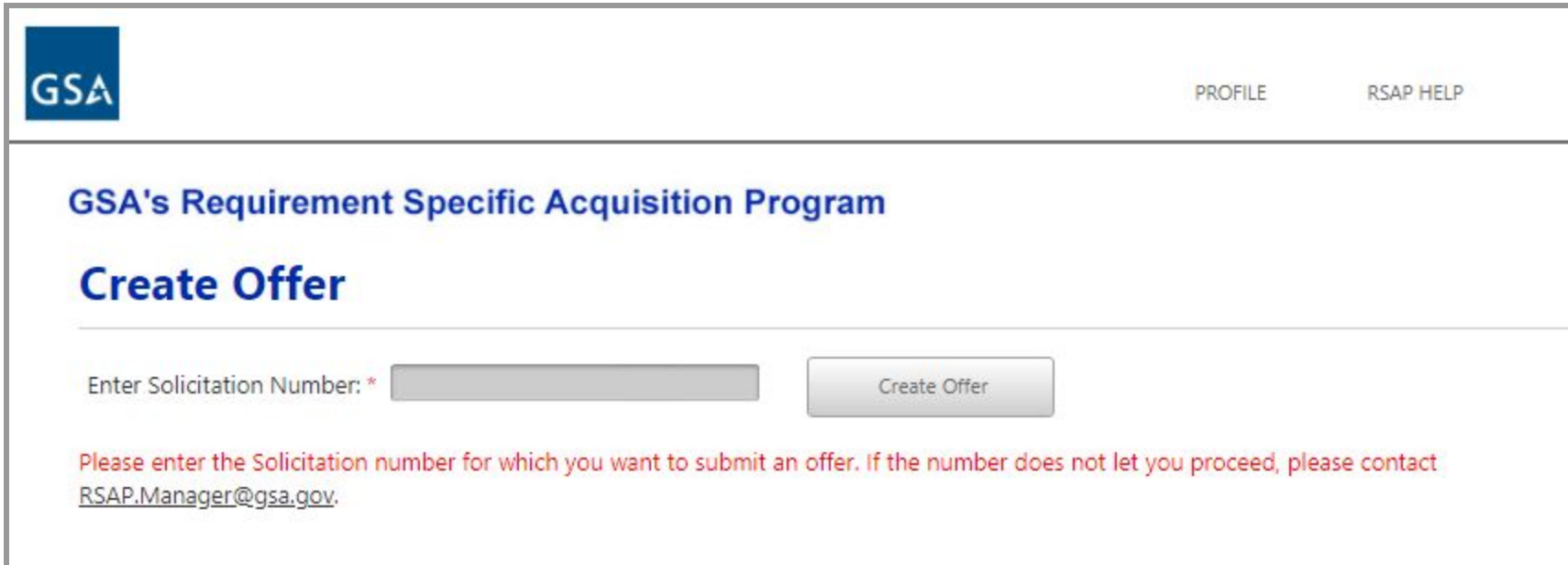


How to Create an Offer in GSA's Requirement Specific Acquisition Platform (RSAP)

After registering in the Lease Offer Platform and logging in to RSAP, click Add New Property and then enter the solicitation number on the following page:



The screenshot shows the 'Create Offer' page within the GSA's Requirement Specific Acquisition Program. At the top left is the GSA logo. To the right are links for 'PROFILE' and 'RSAP HELP'. The main heading is 'GSA's Requirement Specific Acquisition Program' followed by 'Create Offer'. Below this is a form with a label 'Enter Solicitation Number: *' and a text input field. To the right of the input field is a 'Create Offer' button. Below the form, there is a red text instruction: 'Please enter the Solicitation number for which you want to submit an offer. If the number does not let you proceed, please contact RSAP.Manager@gsa.gov.'

Click 'Create Offer' to proceed.

Note: Required fields are marked with a red asterisk (*). Red text and information buttons have been added to the workflow to provide further instruction.

This workflow populates the required information needed to submit a complete offer to the government. GSA forms 1364-Proposal to Lease Space and 1217-Lessor's Annual Cost Statement will be auto-populated as a result of your inputs. You do not need to manually fill out these forms to complete your offer.


Complete the Building Information page:

BUILDING INFORMATION	SPACE & PARKING	OPERATING & OWNERSHIP COSTS	LEASE TERMS & CONDITIONS	RATES	PROPERTY OWNER	ATTACHMENTS
----------------------	-----------------	-----------------------------	--------------------------	-------	----------------	-------------

Building Information

1. Building Name *
2. Building Street Address* ⓘ
3. City *
4. State *
5. 9-Digit ZIP Code *
6. Total number of floors in the building: *
7. Total amount of rentable square feet (RSF) in the building: * ⓘ

RSF
 - a. General Purpose (Office): *
 - b. Warehouse:
 - c. Other:

8. What is the live floor load (pounds per square feet) for the building? 

9. What is the site size? (Required for new construction only.)

☐ Square Feet ☐ Acres

10. What is the building's age? *

years

11. Year of last major renovation?

12. What are the building's normal hours of operations for HVAC? *

Monday - Friday Hours Start:

End:

Saturday Hours Start:

End:

Sunday Hours Start:

End:

13. Per Section 2 of the RLP, Flood Plains, the property is: *

- ☐ not in a flood plain.
- ☐ in a base (100-year) flood plain.
- ☐ in a 500-year flood plain.

14. Per Section 2 of the RLP, Seismic Safety, the Building: *

- ☐ The RLP does not contain seismic requirements. No documentation required.
- ☐ The RLP contains seismic requirements.

15. Per Section 2 of the Request for Lease Proposals (RLP), Historic Preference, the property offered is a: *

- ☐ Historic property within a historic district.
- ☐ Non-historic developed site or non-historic undeveloped site within a historic district.
- ☐ Historic property outside of a historic district.
- ☐ None of the above.

16. Per Section 2 of the RLP, Asbestos, the property: *


- ☐ contains no Asbestos-Containing Materials (ACM), or contains ACM in a stable, solid matrix that is not damaged or subject to damage.
- ☐ contains ACM not in a stable, solid matrix.

17. Per Section 2 of the RLP, Fire Protection and Life Safety, the property: *

- ☐ meets the Lease fire/life safety standards.
- ☐ does not meet the Lease fire/life safety standards.

18. Per Section 2 of the RLP, Accessibility, the property meets Lease accessibility standards: *

- ☐ Yes
- ☐ No

19. Has the building received the ENERGY STAR ® Label within the past twelve months? * 

- ☐ Yes ☐ No

20. A HUBZone small business concern (SBC) Offeror may elect to waive the price evaluation preference provided in Section 4 of the RLP. In such case, no price evaluation preference shall apply to the evaluation of the HUBZone SBC, and the performance of work requirements set forth in Section 1 of the Lease shall not be applicable to a lease awarded to the HUBZone SBC Offeror under this solicitation. A HUBZone SBC desiring to waive the price evaluation preference should so indicate below. *

- ☐ I am a HUBZone SBC Offeror and I elect to waive the price evaluation preference.
- ☐ I am a HUBZone SBC Offeror and do not waive the price evaluation preference.
- ☐ I am not a HUBZone SBC Offeror. This question does not apply to me.

Save Page

Next

Exit Offer

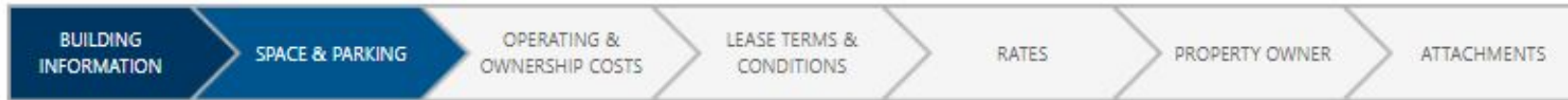
Delete Offer

Click 'Save Page' to check for errors and save the page.

Click 'Next' to save the page and proceed to the Space and Parking section.

Note: After this page has been successfully saved, the offer record will be available for you to access and edit from the RSAP Homepage.

Complete the Space and Parking page:



Space and Parking


SPACE OFFERED

1. What is the amount of ANSI/BOMA Office Area Square Feet (ABOA SF) offered? *

2. What is the amount of Rentable Square Feet (RSF) offered? *

3. Please list the floor/s and or suite/s of the offered space: *

Hit "Save Page" button at the bottom of the screen to calculate the 4. Common Area Factor value below.

4. Common Area Factor:  0.00%

5. Percent of Government Occupancy: %

PARKING OFFERED

1. Number of parking spaces for the entire building under control of the offeror:

Surface Structured

2. Number of parking spaces required by local code:

Surface Structured

3. Number of parking spaces for Employee/Visitor Use (see the RLP for more information)?

Surface Structured

4. Number of parking spaces for Official Government Vehicles (see the RLP for more information)?

Surface Structured

5. What is the annual amount (\$) per SPACE?

Note: You will be asked to confirm if parking is a separate charge from other rental components later in the Rates section; if there is no separate charge for parking, please put \$0.00 in both fields.

(i) Annual Cost Per Space (\$) - Surface

(ii) Annual Cost Per Space (\$) - Structured

Back

Save Page

Next

Exit Offer

Click 'Save Page' to check for errors and save your inputs.

Click 'Next' to save the page and proceed to the Operating & Ownership Costs section.

Complete the Operating & Ownership Costs page:



Operating & Ownership Costs






The worksheet on this page generates a GSA Form 1217, Lessor's Annual Cost Statement, which becomes an offer document upon submission of your final offer proposal. The column on the left for 'Entire Building' represents the total annual amounts for the entire building. The column on the right for 'Govt Leased Areas' represents the total annual amounts for the portion of the building offered to the Government for Lease.

Section I: Estimated Annual Cost of Services and Utilities Furnished By Lessor As Part of Rental Consideration

	For Entire Building	For Govt Leased Areas
A. Cleaning, Janitor and/or Char Service		
1. Salaries	\$ 0.00	\$ 0.00
2. Supplies (wax, cleaners, cloths, etc.)	\$ 0.00	\$ 0.00
3. Contract Services (windows washing, waste and snow removal)	\$ 0.00	\$ 0.00

B. Heating		
4. Salaries	\$ 0.00	\$ 0.00
5. Fuel <input type="text"/>	\$ 0.00	\$ 0.00
6. System Maintenance and Repair	\$ 0.00	\$ 0.00
C. Electrical		
7. Current for Light and Power	\$ 0.00	\$ 0.00
8. Replacement of Bulbs, Tubes, Starters	\$ 0.00	\$ 0.00
9. Power for Special Equipment	\$ 0.00	\$ 0.00
10. System maintenance and repair (ballasts, fixtures, etc.)	\$ 0.00	\$ 0.00
D. Plumbing		
11. Water (for all purposes, include sewage charges)	\$ 0.00	\$ 0.00
12. Supplies (soap, towels, tissues not in A2 above)	\$ 0.00	\$ 0.00
13. System Maintenance and Repair	\$ 0.00	\$ 0.00

E. Air Conditioning		
14. Utilities (include electricity, if not in C7 above)	\$ 0.00	\$ 0.00
15. System Maintenance and Repair	\$ 0.00	\$ 0.00
F. Elevators		
16. Salaries (operators, starters, etc.)	\$ 0.00	\$ 0.00
17. System Maintenance and Repair	\$ 0.00	\$ 0.00
G. Miscellaneous (To the extent not included above)		
18. Building Engineer and/or Manager	\$ 0.00	\$ 0.00
19. Security (Watchperson, guards, not janitors)	\$ 0.00	\$ 0.00
20. Social Security Tax and Workperson's Compensation Insurance	\$ 0.00	\$ 0.00
21. Lawn and Landscaping Maintenance	\$ 0.00	\$ 0.00
22. Other	\$ 0.00	\$ 0.00
23. Total	\$0.00	\$0.00

Section II: Estimated Annual Cost of Ownership Exclusive of Capital Charges		
24. Real Estate Taxes 	\$ 0.00	\$ 0.00
25. Insurance (hazard, liability, etc.) 	\$ 0.00	\$ 0.00
26. Building Maintenance and Reserves for Replacement 	\$ 0.00	\$ 0.00
27. Lease Commission 	\$ 0.00	\$ 0.00
28. Management 	\$ 0.00	\$ 0.00
29. Total	\$0.00	\$0.00

Click 'Save Page' to check for errors, calculate lines 23 and 29, and save your inputs.

Note: Operating expenses should be entered as total annual figures for your entire building, as well as the specific space being offered to the government.

Click 'Next' to save the page and proceed to the Lease Terms & Conditions section.

Complete the Lease Terms & Conditions page:



Lease Terms and Conditions

Initial Lease term:

The Offeror is requested to confirm that the total initial term of the proposal is consistent with the RLP and its attachments.

1. Confirm the number of years offered: *

years

2. Confirm the years firm: *

years

3. Confirm the number of days notice for Government to terminate lease:

days

Commissions (if applicable) ATTACH COMMISSION AGREEMENT IN THE ATTACHMENTS TAB

1. Tenant Representative Commission: %
2. Owner's Representative Commission: %
3. Schedule of Commission Payments:
 % at lease award and % at lease occupancy

Offeror's Tenant Improvement Fee Schedule

1. Enter the Architectural/Engineering Fees:
☒ 1. Per ABOA Square Feet (\$) ☐ 2. Percent of Total TI Construction Costs (%) ☐ 3. Flat Fee (\$)
2. Lessor's Project Management Fee will be
 % of total TI construction costs.
3. If other fees are applicable, state as per ABOA square feet, or if using a percentage, the basis for determining the fee:

***The Government will add the cost of the proposed TI fees to the net present value of the offered rental rate as described in the RLP's Present Value Price Evaluation paragraph. This schedule will be applicable for Tenant improvements.**

Additional Financial Aspects of the Offer:

1. HVAC Overtime Rate (Per Hour):

\$ ☐ Per Zone ☐ Per Floor ☒ Per Space

Enter number of zones in offered space, if 'Per Zone' selected above:

2. Current Year Taxes:

\$ Based on fully assessed value? ☒ Yes ☐ No3. Is the offered space part of multiple tax bills or multiple buildings on a single tax parcel? ☒ Yes ☐ No***If 'Yes', upload a separate submittal showing tax ID numbers and square footage for each in the Attachments section. Upload the legal description of the offered property as well.**

4. Adjustment for Vacant Premises Rate

 per ABOA SF5. Adjustment for Reduced Services Rate  per ABOA SF

6. If a site is offered, state the total land costs:

\$ **ADDITIONAL REMARKS OR COMMENTS WITH RESPECT TO THIS OFFER:**

Back

Save Page

Next

Exit Offer

Click 'Save Page' to check for errors and save your inputs.
Click 'Next' to save the page and proceed to the Rates section.

Begin to complete the Rates page:

BUILDING INFORMATION
SPACE & PARKING
OPERATING & OWNERSHIP COSTS
LEASE TERMS & CONDITIONS
RATES
PROPERTY OWNER
ATTACHMENTS

Rates

Shell Build-Out Costs (per the RLP requirements):

1. Enter the total Shell Buildout Costs/investment required to bring your building up to the shell standards of the RLP:

\$

RATES OFFERED

Certain fields will be auto-calculated based on inputs once the user hits the Save Page button located at the bottom of screen.



	Annual Rent per RSF	Annual Rent per ABOA SF	#Yrs Effective
Shell Rate: * ⓘ <input type="text" value="0.00"/>	\$ 0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Operating Costs:	\$ 0.00	\$ 0.00	
Tenant Improvements: ⓘ <input type="text" value="0.00"/>	\$.00	\$.00	0
<input type="button" value="Enter/Edit TI:"/>			
Building Specific Amortized Capital: ⓘ <input type="text" value="0.00"/>	\$ 0.00	\$ 0.00	0
<input type="button" value="Enter/Edit BSAC:"/>			
Total Rate per Square Feet:	\$.00	\$.00	

Note: Operating Costs are auto-calculated based on your inputs on the Operating and Ownership Costs page.

Click 'Enter/Edit TI' and enter Tenant Improvement information:

RATES OFFERED


Certain fields will be auto-calculated based on inputs once the user hits the Save Page button located at the bottom of screen.

	Annual Rent per RSF	Annual Rent per ABOA SF	#Yrs Effective
Shell Rate: * 	\$ 0.00	\$ 0.00	
Operating Costs:	\$ 0.00	\$ 0.00	
Tenant Improvements: 	\$ 0.00	\$ 0.00	0

Enter/Edit TI:

TENANT IMPROVEMENTS

If the Government requires a tenant improvement allowance (TIA) as part of the Request for Lease Proposals, the Offeror must provide the total tenant improvement allowance as part of the rental consideration. The TIA shall be used for building out the government-demised area in accordance with the government-approved design intent drawings. The TIA dollars are defined and specified in the RLP or the government's lease requirements. The TIA is based upon and calculated by using the ANSI/BOMA office area SF.

- Tenant Improvement Build-Out Cost per ABOA SF as stated in the RLP: \$ 0.00
- Total Tenant Improvement Build-Out Cost \$0.00
- Amortization Term (in months)  0
- Amortization Rate (%) 0.00
- Annual Tenant Improvement Rent \$0.00
- Annual Rent per RSF \$0.00
- Annual Rent per ABOA SF \$0.00
- Number of years Effective 0

Save & Close

Click 'Save & Close' to save your inputs.

Click 'Enter/Edit BSAC' and enter Building Specific Amortized Capital information:

Building Specific Amortized Capital: ⓘ \$ 0.00 \$ 0.00 0

Enter/Edit BSAC:

BUILDING SPECIFIC AMORTIZED CAPITAL (BSAC)

Enter the total build-out costs, if any, necessary to bring the building up to the security standards outlined in the Request for Lease Proposals (RLP) package. For RLP packages requiring Facility Security Level II, build-out costs should be itemized on the Security Unit Price list, and uploaded on the 'Attachments' section of this process. Building specific security items must be priced separately from tenant improvements. You must complete all fields.

1. Total Building Specific Amortized Capital Build-Out Cost \$	0.00
2. Amortization Term (in months) ⓘ	0
3. Amortization Rate (%)	0.00
4. Annual BSAC Rent	\$0.00
5. Annual Rent per RSF	\$0.00
6. Annual Rent per ABOA SF	\$0.00
7. Number of years Effective	0

Save & Close

Total Rate per Square Feet: \$ 0.00 \$ 0.00

Click 'Save & Close' to save your inputs.

Answer the remaining questions on the page:

Total Annual Rent:

\$.00

Does annual Rent include Parking? ▼

☐ Yes
 ☐ No

(Note: Enter parking rates, if applicable, on the Parking Tab)

Free Rent:

1. Number of months of free rent (includes shell, operating, TI and BSAC rent) being offered to the Government at the start of the firm term:

0

Renewal Options:

Must be completed when the RLP requires a renewal option. If not required, offerors may elect to propose renewal terms for the Government's consideration.

1. Enter the renewal option Shell Rate: (Per RSF) \$

0.00

2. Enter the number of years for each renewal option

0

 years

3. Enter the number of Renewal Options:

0

4. Enter the number of days notice to exercise Renewal Options:

0

 days

Total Annual Step Rents:

Are there step rents as a part of the offer? ☐ Yes ☐ No

Back

Save Page

Next

Exit Offer

After your shell rate, Tenant Improvements, and Building Specific Amortized Capital are entered, this page will calculate your total annual rent when you click 'Save Page.'

Click 'Save Page' to check for errors and save your inputs.

Click 'Next' to save the page and proceed to the Property Owner Page.

Complete the Property Owner page:

BUILDING INFORMATION

SPACE & PARKING

OPERATING & OWNERSHIP COSTS


LEASE TERMS & CONDITIONS

RATES

PROPERTY OWNER

ATTACHMENTS

Property Owner

1. What is the name of the property's recorded owner? * ☐ Check if same as offeror
2. Street Address: *
3. City: *
4. State: *
5. Zip Code: *
6. What is your relationship as the Offeror, to the property owner? *
7. What is the property owner's DUNS #? 

Back

Save Page

Next

Exit Offer

Note: Regarding #6, if selecting 'Agent' or 'Other', you must submit authorization from the ownership entity to submit an offer on the ownership entity's behalf.

Click 'Save Page' to check for errors and save your inputs.

Click 'Next' to save the page and proceed to the Attachments section.

Complete the Attachments page:

As you moved through the workflow and entered information, the data was auto-populated into required GSA Leasing Forms that become part of the Lease Package. These documents are Form 1364-Proposal to Lease Space and Form 1217-Lessor's Annual Cost Statement. These documents will appear on this page in the section titled "Auto Generated Forms." To review these documents, click on the magnifying glass icon to the right of the attachment name. If you wish to edit the information these forms contain, you will have to return to the workflow to make the updates.



Add additional Offer Attachments by selecting the attachment type, clicking 'Choose File,' selecting the attachment from your computer, and clicking 'Attach.' When successfully uploaded, the attachment will be in the Attachments Ready for Submission list.

Refer to the RLP to determine which attachments you will need to submit with your offer.

BUILDING INFORMATION
SPACE & PARKING
OPERATING & OWNERSHIP COSTS
LEASE TERMS & CONDITIONS
RATES
PROPERTY OWNER
ATTACHMENTS

Offer Attachments

Auto Generated Forms

ATTACHMENT #	ATTACHMENT NAME	DATE UPLOADED	VIEW FILE
1	1217 - Lessor's Annual Cost Statement	01/09/2020	
2	1364 - Proposal to Lease Space	01/09/2020	

Manual Attachment Uploads

Step 1: Select the attachment type: *

Step 2: Click the chose file to find the file: *

No file chosen

Step 3: Click attach:

Successfully uploaded attachments will appear in the table below. Follow steps 1 through 3 to add additional attachments.

Attachments Ready for Submission

NO #	ATTACHMENT TYPE	ATTACHMENT NAME	VIEW	DELETE	DATE UPLOADED
---------	--------------------	--------------------	------	--------	------------------

Click 'Save Page' to check for errors and save your inputs.
Click 'Certify Offer' to proceed to the Acknowledgements Page.

Complete the following page and click 'Submit Offer' at the bottom:



Submit Offer

This application will auto-generate forms based on the information entered into the application. Signature on these forms is not required, as submission through the application is deemed equivalent.

By submitting this offer, the offeror agrees upon acceptance of this proposal by herein specified date, to lease to the United States of America, the premises described, upon the terms and conditions as specified herein, in full compliance with and acceptance of the aforementioned RLP, with attachments.

I have read the RLP with attachments in its entirety and I am requesting no deviations. ☒ Yes ☐ No

Offeror First Name

Sophia


Offeror Last Name

Holmes

Submit Offer

Cancel

Check your email to confirm that your offer has been successfully received:

LEASE OFFER PLATFORM HOMEUSER PROFILENEWS & UPDATESHELP

GSA's Requirement Specific Acquisition Program

Please check your email to confirm that your offer has been successfully received. If you do not receive a confirmation email, or you receive an email informing you of a service disruption, please return to the application and resubmit your offer.

Who Are We?

The General Services Administration (GSA) is the "business side" of the U.S. government. The GSA is an independent agency of the United States government, established in 1949 to help manage and support the basic functioning of federal agencies, to include leasing space for federal agencies, so that government employees have space to perform their work. Today's GSA lease portfolio consists of more than 8,000 leases, consisting of about 192 million RSF with a total contract value exceeding 5.6 billion dollars in annual rent.